



Board of Directors' Packet

November 29, 2023

**Workshop at 5:30 p.m.
Meeting time is 6:30 p.m.**

Both held at 2706 Ankeny Way



Agenda
November 29, 2023
2706 Ankeny Way, Rock Springs

- I. Call to Order
- II. Declare Quorum
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Treasurer's Report
 - a. Write-Offs
 - b. Balance Sheet
 - c. Accounts Receivables
 - d. Revenues
 - e. Expenses
 - f. Check Register
- VI. Previous Business
 - a.
 - b.
- VII. Presentations
 - a. Andi Summerville, Executive Director of WAMHSAC
 - b. Consumer Feedback by Christy Legault
- VIII. New Business
 - a.
- IX. CEO Report
- X. Board Action
 - a. Approval of Receipt of Vehicles from Sweetwater County
 - b. WyoRadio Holiday Advertisement
 - c. Lumen Renewal
 - d. Return of 2006 Dodge Truck to Sweetwater County
 - e. Approval of Insurance Renewals for 2023/2024
 - f. Request to Activate a Salary Structure Committee
 - g. Interpreter Agreement with Legerski Consulting to Provide American Sign Language
 - h. Employee Holiday Incentive
- XI. Public and Board Comments/Questions
- XII. Executive Session
- XIII. Adjournment

**Southwest Counseling Service
Board of Directors
October 25, 2023**

The meeting of Southwest Counseling Service Board of Directors held on October 25, 2023. Board members present were Ms. Raven Beattie, Mr. Rich Fischer, Ms. Kristy Kauppi, Ms. Kayleen Logan and Ms. Kori Rossetti. Staff members in attendance were Ms. Linda Acker, Ms. Christy Legault, Ms. Michal Love, Ms. Amy Moser, Mr. Scott Wilcox, and Ms. Laura Schmidt-Pizzato. Commissioner Keaton West was in attendance.

Call to Order

Ms. Raven Beattie called the meeting to order and declared a quorum present.

Approval of Agenda

Ms. Raven Beatty asked for approval of the agenda. Mr. Rich Fischer moved to approve the agenda, with a second by Ms. Kori Rossetti, the motion passed.

Approval of Minutes

Ms. Raven Beattie asked for approval of September 2023 minutes. Ms. Kristy Kauppi moved to approve seconded by Mr. Rich Fischer, the motion passed.

Treasurer's Report

Ms. Kristy Kauppi reported no Self Pay under \$25.00 Balances, no Self Pay over \$25.00 and no bankruptcy discharges. Ms. Kristy Kauppi reported that the total cash position of SCS at \$3,286,237.54 an increase in cash in the amount of \$80,465.37. Ms. Kristy Kauppi reported the average cost per day of operation is \$48,610.54 with 68 days of cash on hand. Ms. Kristy Kauppi reported Ms. Melissa Wray-Marchetti informed her that SCS has received the July and August payment but not September and October. Ms. Kristy Kauppi reported that the Accounts Receivable for September 2023 was \$633,687.41 and for August at \$628,385.65, a difference of \$5,301.76. Ms. Kristy Kauppi reported that revenues should be at 25% for the year. Ms. Kristy Kauppi reported the total revenues at \$2,026,176.16.

Ms. Kristy Kauppi reported that the total expenditures at \$1,940,970.39. Ms. Kristy Kauppi reported the check register at \$1,164,494.52. Ms. Kristy Kauppi had a question about the \$5,000 to the County. Ms. Kristy Kauppi reported it was the deductible for the Foothill facility. Ms. Kayleen Logan moved to approve the Treasurer's Report, seconded by Mr. Rich Fischer, the motion passed.

Employee Input on Safety Presentation

Ms. Amy Moser reported on Employee Input on the Safety Survey. Ms. Amy Moser reported that there was recommendations of a bullet proof window at the front, security guard, metal detectors, mirrors and cameras outside of the buildings to see who is coming in. Ms. Amy Moser reported at the Ankeny building mirrors in the corners, and a ring notification that someone is coming into building. Ms. Amy Moser reported a number of people wanted to have a PA system. Ms. Amy Moser reported that staff requested that there be a fence around the back building. Ms. Amy Moser reported that the staff reported liked in person training and would like to have more drills. Ms. Amy Moser reported that staff reported wanting a PA system to notify all buildings. Ms. Amy Moser reported that there were comments about employees wanting to carry fire arms. Ms. Amy Moser reported that Mr. Rich Fischer had received questions on carrying firearms and referred them to administration. Mr. Rich Fischer reported that are a lot of issues with a business and able to see both sides of that concern. Mr. Rich Fischer reported when law enforcement show up they would take immediate action with anyone having a gun and a Good Samaritan could be injured or killed. Ms. Raven Beattie asked if there is a policy. Ms. Amy Moser reported there is. Ms. Linda Acker reported employees concerns of not knowing what clients are bringing into the agency. Ms. Linda Acker reported that this is a very difficult area.

Mr. Rich Fischer reported having a warning device would be great, but shouting does work. Mr. Rich Fischer reported if a person is not used to doing an activity who is going to hit the panic button or PA system. Mr. Rich Fischer reported that there are no absolutes. Mr. Rich Fischer reported that bullet/resistant film for the front area would be beneficial and make sure all doors are locking. Mr. Rich Fischer reported that security cameras can be beneficial. Mr. Rich Fischer reported that security guards can be a false sense of security. Mr. Rich Fischer reported that it would need to be determined if a security guard would be alarmed or not. Mr. Rich Fischer reported that the employee's response was positive and to have continued training and practice is important. Ms. Raven Beatty asked if the management team have discussed the report. Ms. Amy Moser reported that Ms. Melissa Wray-Marchetti and she are going to meet to determine what needs to go on the Capital Request of the County.

Ms. Linda Acker reported that she believed some ideas could be done easily such as the lightning and mirrors. Ms. Linda Acker reported that College Hill and Foothill panic system have been tested with College Hill working while Foothill Facility needs additional work. Ms. Linda Acker reported that Security Lock and Alarm has been contacted. Ms. Linda Acker reported the systems will be checked monthly. Ms. Linda Acker reported that on the panel at College Hill is an area to press and alert for help. Ms. Linda Acker reported College Hill staff have been informed of this feature. Mr. Rich Fischer reported that the College Hill facility has strobe lights in the hallway but no audio. Mr. Rich Fischer reported that some form of notification for inside offices would be beneficial. Mr. Rich Fischer reported recommending ballistic film for the front windows at all facilities and lockable mechanism for receptionist windows. Ms. Kayleen Logan asked what was being done for Ankeny. Ms. Linda Acker reported that Ankeny does not have a panic button at the receptionist area. Mr. Rich Fischer reported that he has made

recommendations of the door to medical being closed at all times and the door be changed out. Mr. Rich Fischer reported the door from Ankeny receptionist area to back hallway needs to lock and a mechanism so staff could open door. Ms. Kayleen Logan asked if anything has been done with the residential facilities. Mr. Rich Fischer reported that he had intended to meet with Ms. Linda Acker for the residential facilities and will reschedule. Ms. Kayleen Logan reported devices that residential clients are provided and can use anywhere as panic devices. Mr. Rich Fischer reported that any device that brings attention to a person is positive. Mr. Rich Fischer reported that employees did ask about pepper spray and window punch for breaking windows. Mr. Rich Fischer reported that the employees provided solutions to help them in their situations. Mr. Rich Fischer reported the need for continuing communication and a work in progress.

Year End Financial Summary FY 2023

Ms. Linda Acker reported that Ms. Melissa Wray-Marchetti was ill and she would report on the end of the year financials. Ms. Linda Acker reported that SCS did provide a continuum of care and met performance measures. Ms. Linda Acker reported that the board approved two-range movement increases and 4% COLA in August 2022. Ms. Linda Acker reported that the board also approved in August 2022 to pay the full percentage of the employee's contribution to Wyoming Retirement System at 18.62%. Ms. Linda Acker reported that the employee received a holiday stipend of \$500.00. Ms. Linda Acker reported that the agency was awarded the four SLIB grants and was awarded the CCBHC grant in September. Ms. Linda Acker reported that SCS budget for FY23 was \$17,373,561. Ms. Linda Acker reported the total revenues increased by 5.17% and expenditures by 5.63%. Ms. Linda Acker reported that residential brings in 43% of SCS revenues and will be important to protect. Ms. Linda Acker reported that SCS does receive Medicaid, third party payment and grants. Ms. Linda Acker reported that SCS's goal is to have six-months of cash hand. Ms. Linda Acker reported the graph details the revenue and expenditures 10 year trend and the County Revenue 10 year trend. Ms. Kayleen Logan expressed appreciation for the financial report.

Recruitment and Retention FY 2023

Ms. Amy Moser reported that SCS is experiencing challenges similar to other agencies with recruitment. Ms. Amy Moser reported SCS has three (3) master level interns and one (1) BSW intern. Ms. Amy Moser reported the 15 hours paid practicum will hopefully result in the intern working for SCS. Ms. Amy Moser reported that SCS has 16 clinicians with three leaving the agency in 2022, and one rehired at part-time. Ms. Amy Moser reported two to five clinical openings. Ms. Amy Moser reported SCS had 53 Treatment Support Staff, 17 leaving the agency with seven openings.

Ms. Amy Moser reported that SCS utilizes several advertising platforms for recruitment. Ms. Amy Moser reported that SCS utilized Indeed, LinkedIn, Wyo 4 News, Zip Recruiter and Triad. Ms. Amy Moser reported that there is an average of 138 employees with 29 employees leaving the agency for a turnover rate of 21%. Ms. Amy Moser reported 26 voluntary terminations and

five involuntary. Ms. Amy Moser reported that FY21 had the lowest turnover rate at 21%. Ms. Amy Moser reported that 27% of employee leaving did a voluntarily Exit Survey. Ms. Amy Moser would like to increase that to 40%. Ms. Amy Moser reported that employee retention strategies will focus on health and safety in the workplace, onboarding, salary and benefits, communication, team celebration and employee engagement. Ms. Amy Moser reported that the master level clinicians were provided professional development. Ms. Amy Moser reported that SCS utilizes MyLearningPointe for on-going training. Ms. Amy Moser reported for FY24 Active Shooter will be added to the training.

Ms. Amy Moser reported on the Employee Engagement Committee, reporting Ms. Christy Legault heads up this committee with representatives from all areas. Ms. Amy Moser reported that 36% of the employees have worked less than one year with two to five years at 47%. Ms. Amy Moser reported that for FY24 the focus is to review SCS Salary Structure, training and development, communications, employee engagement, and enhance company culture. Ms. Kristy Kauppi asked about remote master level clinicians. Ms. Linda Acker reported that the agency did advertise. Ms. Linda Acker reported there could be some difficulties with other employees for a full-time person working remote. Ms. Laura Schmid-Pizzato reported that SCS did interview five for remote, but SCS was not interested. Ms. Laura Schmid-Pizzato reported that when an applicant is from out of state there is a problem with worker's compensation. Ms. Kayleen Logan asked if the master level openings were related to CCBHC. Ms. Laura Schmid-Pizzato reported that the grant is filled. Ms. Laura Schmid-Pizzato reported that SCS hired one individual back, an intern became a master level clinician, and another past employee who returned to SCS. Mr. Rich Fischer reported out of the employees who left what was their longevity. Ms. Amy Moser reported most staff leave within 3 to 6 months. Ms. Amy Moser speaking with treatment support staff and may need to do a better job of the job details. Ms. Kristy Kauppi asked about the exit interview. Ms. Amy Moser reported that it is a survey monkey and optional for the employees to fill out. Ms. Amy Moser reported that in the past SCS has not pushed to have them do it. Ms. Kristy Kauppi asked about the information from the Exit Survey. Ms. Amy Moser reported that she does not have that information.

FY 2023 Annual Report

Ms. Laura Schmid-Pizzato reported that SCS collects data on clients. Ms. Laura Schmid-Pizzato reported that the best comparable year is FY20. Ms. Laura Schmid-Pizzato reported that SCS did increase in treatment hours at 65,504. Ms. Laura Schmid-Pizzato reported that SCS provided more hours to fewer individuals and this is probably going to be the trend. Ms. Kayleen Logan asked if the board received the FY20 report. Ms. Laura Schmid-Pizzato reported that FY20 is not included. Ms. Laura Schmid-Pizzato reported on the residential beds with 30 more beds compared to FY20. Ms. Laura Schmid-Pizzato reported that performance target is 85% and SCS overall rate was 83%. Ms. Laura Schmid-Pizzato reported when the houses go down to COVID, admissions drop and there is a delay in bringing clients into the programs. Ms. Laura Schmid-Pizzato reported that in the women and children program there was a 131 babies born in the program. Ms. Laura Schmid-Pizzato reported residential beds require a lot of work and effort. Ms. Laura Schmid-Pizzato reported that grants due to CCBHC and ARPA were high

for this year. Ms. Laura Schmid-Pizzato reported that the demographics have not changed. Ms. Laura Schmid-Pizzato reported one of the goals is to increase services to Veterans. Ms. Laura Schmid-Pizzato reported that this is an area to improve. Ms. Laura Schmid-Pizzato reported the first year 2011 for first time IV drug user was 11% compared to 26%. Ms. Laura Schmid-Pizzato reported that this demonstrates severity and highly addictive behaviors. Ms. Laura Schmid-Pizzato reported that the state has outcomes for the agency. Ms. Laura Schmid-Pizzato reported individuals can get in the same day but overall is less than one day. Ms. Laura Schmid-Pizzato reported that employment is 79% for mental health, 61% for Substance Abuse, 88% for treatment completed for mental health, and 65% for treatment complete for substance abuse.

Ms. Linda Acker reported that Governor Gordon is holding a Town Hall Meeting on Mental Health on November 29. Ms. Linda Acker reported that she hopes the board members want to attend. Ms. Linda Acker reported that the Governor also wants to visit the Women and Children's Program which is an ARPA building. Ms. Linda Acker reported that as soon as she knows the agenda she will send it out to the board.

Ms. Linda Acker reported that WAMHSAC changed their by-laws to allow other members into the association. Ms. Linda Acker reported that there are only nine community agencies in WAMHSAC due to consolidation. Ms. Linda Acker reported on WAMHSAC receiving \$80,000 from the Natrona County Collective and \$60,000 from the Hughes Foundation. Ms. Linda Acker reported that Hughes Foundation is interested in Medicaid waiver and access to care. Ms. Linda Acker reported that WAMHSAC wants a rate analysis.

Ms. Linda Acker reported that there has been conversations of a state-wide response for emergency services. Ms. Linda Acker reported that it would be available for law enforcement in the field to have access to mental health services. Mr. Rich Fischer reported that the Sheriff has been in discussion about being a pilot project. Mr. Rich Fischer reported that the Sheriff is supportive and wants to have better outcomes for everyone. Mr. Rich Fischer reported that law enforcement is called because others do not want to be in harm's way.

Ms. Linda Acker reported that in September the board passed the master level clinical practicum. Ms. Linda Acker reported that the family nurse practitioner asked about a practicum. Ms. Linda Acker reported that the policy would have to change to include nurse practitioner. Ms. Linda Acker reported that there was a meeting at the hospital on a psychiatric unit at the hospital. Ms. Linda Acker reported that it is positive. Ms. Raven Beatty reported it was a good discussion.

Ms. Linda Acker reported that the ARPA Grant to assist in Behavioral Health Redesign was reduced to \$270,000. Ms. Linda Acker reported that SCS intends to consult with Open Minds. Ms. Linda Acker reported that the employees were pleased about the center absorbing the increase cost for the insurance.

Ms. Linda Acker reported that the Foothill Facility went down September 16 and continues to be a work in progress. Ms. Linda Acker reported that Mr. Ben Kifer was informed due to the potential of number with clients.

Ms. Linda Acker reported that College Hill and Foothill have panic buttons. Ankeny will need panic buttons. Ms. Linda Acker reported that there was a leak at Rosen and BluSky was notified.

Ms. Linda Acker reported that Duran and Washakie may need to have work done prior to the ARPA remodel. Ms. Linda Acker reported that this would be a bridge. Ms. Kayleen Logan asked about the bridge. Ms. Linda Acker reported that it would be repairs.

Ms. Linda Acker reported that Duran, Washakie, and Ankeny, the ARPA projects was approved for inflationary costs.

Board Action Required

Ms. Linda Acker reported that SCS has a request to approve an application to become a Certified Application Counselor Designated Organization (CDO). This will allow for individuals to be trained to assist clients with enrollment. Ms. Linda Acker reported Item B is for the board's consideration for employee holiday incentive. Ms. Linda Acker reported Item C is for an amendment with Ms. Pat Swan-Smith for up to three additional treatment retreats. Ms. Linda Acker reported that the feedback on these retreats have been positive. Ms. Linda Acker reported that Item D is a request for acceptance of the \$270,000, Item E is for agreement with Open Minds, and Item F is a Change to Career Development Policy to include Nurse Practitioner and a Letter of Intent to the Behavioral Health Division. Ms. Linda Acker reported that she believed this would be beneficial to go to the County Commissioner with the letter of intent for services. Ms. Linda Acker reported that she intends to be at the November 7 meeting.

Mr. Rich Fischer asked about the pay period for employees. Ms. Linda Acker reported that if a stipend was approved it would be preferred if the employees received this at the beginning of the month. Mr. Rich Fischer asked if the decision was delayed until November meeting, would there be enough time to process. Ms. Linda Acker reported it would be a separate check for the stipend. Ms. Kayleen Logan reported that there has been no increase to salary for the employees this year. Ms. Linda Acker reported that she would like to see a committee for the salary structure. Ms. Linda Acker reported that the entry level for treatment support staff and clerical is low. Ms. Linda Acker reported that there was discussion of three separate salary schedules. Ms. Linda Acker reported that the insurance will need to be a continued conversation. Ms. Linda Acker reported staying with the county insurance and have a sliding scale for employees to make it more affordable.

Ms. Linda Acker reported that the information Ms. Melissa Wray-Marchetti prepared outlined 138 employees, 112 full-time employees and 27 part-time employees. Ms. Linda Acker reported a stipend at \$500.00 would cost \$63,621.23; at \$750 a cost of \$95,419.92, and a

\$1,000 at \$127,228.36. Ms. Raven Beatty asked how the stipend would be given for an individual who just started with SCS. Ms. Linda Acker reported that it would be pro-rated. Ms. Linda Acker reported for the board consideration of another holiday leave day after Christmas Day. Ms. Kayleen asked if SCS knows the cost for a \$1,000.00 increase added to salary. Ms. Linda Acker reported that she did not know the cost. Ms. Kristy Kauppi reported for the additional holiday would be the cost of the daily rate. Ms. Raven Beatty asked how it would impact services. Ms. Linda Acker reported that there is concern from the on-call services, but the agency would be operational.

Ms. Kayleen Logan reported that she believes looking at raises is important. Ms. Kayleen Logan reported being supportive of this. Mr. Rich Fischer believes that it needs to wait until next year and look at salary structures. Ms. Kristy Kauppi reported needing to be mindful of cost especially with the insurance. Ms. Kristy Kauppi reported that this may need to be paused. Ms. Kayleen Logan asked for clarification. Ms. Kristy Kauppi reported that the board has been informed that SCS could not sustain the cost of insurance. Ms. Linda Acker reported that it is not the \$95,000 cost, but the total cost of 2 million 95 thousand dollars. Ms. Linda Acker reported that at the August meeting, directors were informed that the centers would be held harmless. Ms. Linda Acker reported long range is important. Ms. Kristy Kauppi reported that SCS had to take out of reserves twice. Ms. Kayleen Logan reported that this has happened on an annual basis due to a delay in state funding. Ms. Linda Acker reported SCS will be paid. Ms. Raven Beatty asked for clarification at \$500 stipend is \$63,621.23 with an extra holiday leave at \$48,610.54. Ms. Kristy Kauppi reported that she would appreciate time to think about the options. Mr. Rich Fischer moved to table Item B until the November meeting and have recommendations of a stipend or a \$500 stipend and a day off. Ms. Kristy Kauppi reported that she had requested from Ms. Melissa Wray-Marchetti the percentage of employees making specific dollars. Ms. Kristy Kauppi reported that 69% of employees make \$31,000 to \$49,999; 17% at \$50,000 to \$69,999; 10% at \$70,000 to \$120,999 and 4% over \$120,000. Ms. Kristy Kauppi reported that this is important information to process. Mr. Rich Fischer reported it would be important to have actual cost rather estimated cost. Ms. Raven Beatty asked if the board could have this for next month. Ms. Linda Acker reported that the information will be available for the board. Mr. Rich Fischer moved to table Item B with a second by Ms. Kristy Kauppi, the motion passed.

Mr. Rich Fischer asked about the impact and benefit of the nurse practitioner becoming a psychiatric provider. Ms. Linda Acker reported that this individual would be able to provide psychiatric medications to clients. Mr. Rich Fischer asked how it would impact the individual work. Ms. Linda Acker reported that she could do some of the practicum with SCS, but that was a good question. Ms. Linda Acker reported that she could only do 15 hours a week out of 40 hours. Ms. Linda Acker reported that this would be a benefit for the agency. Ms. Kristy Kauppi asked if there were others that could go for practicums. Ms. Kayleen Logan asked if the employees receiving their master practicum were receiving their supervision by the agency. Ms. Linda Acker reported they were. Ms. Kayleen Logan asked how this individual would receive supervision since there is no one on-site at SCS. Ms. Linda Acker reported that the individual would need to determine that. Mr. Rich Fischer moved to table Item F to determine

what the practicum looks like and recommendation from administration, seconded by Ms. Kristy Kauppi, motion passed. Mr. Rich Fischer moved to approve Items A, C, D, E and G, with a second by Ms.

Kristy Kauppi, the motion passed.

Public/Board Comments

Commissioner West reported that last month he walked away feeling good about SCS getting past differences between the commission and SCS. Commissioner West reported that it appears taking a step forward then back, and it is frustrating. Commissioner West reported that he doesn't know where the jobs are coming from, but showing a graph of the county at 5% is a shot. Commissioner West reported the state does provide 75% of revenues. Commissioner West reported to point at 5% of county revenues that he doesn't understand the point of that and nothing more than a job. Commissioner West reported that he doesn't have to be the liaison, but this commission decided to bring it back. Commissioner West reported he should be given some credit and is questioning why he bothers.

Ms. Linda Acker reported that without the ability of SCS to occupy buildings, SCS would not have services. Ms. Linda Acker reported that it was not intended to be malicious. Ms. Linda Acker apologized if it was taken negatively. Ms. Linda Acker reported that the relationship with the county has always been positive, except for the past two years. Commissioner West reported that \$700,000 out of \$20 million why bother.

Ms. Raven Beatty reported that she did attend the public officer training and Mr. Rich Fischer was in attendance. Mr. Rich Fischer reported that the presentation by Mr. Garry McLean was very beneficial to him as a board member. Ms. Kayleen Logan reported that she will attend the Conservation District public officer training and will provide the contact name if anyone is interested. Ms. Raven Beatty reported on the web-site is other ways to attend. Mr. Rich Fischer reported that the public officer training will need to have more training.

Mr. Rich Fischer moved to go into Executive Session to discuss the CEO job description, seconded by Ms. Kori Rossetti, the motion passed. Ms. Rich Fischer moved to come out of Executive Session, seconded by Ms. Kristy Kauppi, motion passed. Mr. Rich Fischer moved to table Chapter 3 and follow evaluation dates in Chapter 3, seconded by Ms. Kayleen Logan, the motion passed.

Ms. Kristy Kauppi moved to adjourn, with a second by Ms. Kayleen Logan, the motion passed.

Accounts Receivable Write-Off Request
Self Pay Balances under \$25
October-23

Balances under \$25 are reviewed monthly and are only submitted for request when the balance is older than one year or the client is deceased or no consent to treat is obtained.

| Client Account Number | Amount of Write-Off | Reason for the request for Write-Off |
|-----------------------------|------------------------|--------------------------------------|
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| | | |
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| | | |

Total \$ -

Board Signature

Accounts Receivable Write-Off Request
Self Pay Balances over \$25
October-23

Balances over \$25 are reviewed monthly and are only submitted for request when the balance is older than one year or the client is deceased or no consent to treat is obtained.

| Client Account Number | Amount of Write-Off | Reason for the request for Write-Off |
|-----------------------------|------------------------|--------------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Total \$ -

Board Signature

**Accounts Receivable Write-Off Request
Bankruptcy Discharged
October-23**

Bankruptcy Balances are requested for write-off once received by the agency for dismissal.

| Client Account Number | Amount of Write-Off | Reason for the request for Write-Off |
|--------------------------------------|--------------------------------|---|
| | | |
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| | | |
| | | |

Total \$ -

Board Signature

Southwest Counseling Service

Balance Sheet

As of October 31, 2023

ASSETS

Current Assets

Checking/Savings

1020 - General Operating Account 1,057,228.74

1026 - Reserve 1,060,693.36

1031 - Commerce Bank- Cash Reserve 1,106,363.06

Total Checking/Savings 3,224,285.16

Total Current Assets 3,224,285.16

TOTAL ASSETS 3,224,285.16

The Balance Sheet provides the cash balance of SCS as of October 31, 2023. The total cash position of SCS is \$3,224,285.16. The previous month's cash on hand totaled \$3,286,237.54, a decrease in cash in the amount of \$61,952.38 for this specific point in time. The year to date expenditures equate to \$5,638,382.88. The average cost per day of operations decreased from the previous month to \$45,840.51. Based upon all cash balances, SCS is currently at 70 days of cash on hand.

FY 2024 Accounts Receivable Report

Oct-23

| | Beginning Balance | Charges | Payments | Adjustments | Ending Balance |
|----------------------|----------------------|--------------|----------------|----------------|----------------------|
| Self Pay | \$ 316,575.15 | \$ 62,372.51 | \$ (37,857.57) | \$ (16,633.63) | \$ 324,456.46 |
| Insurance | 182,727.17 | 124,406.85 | (57,682.35) | (60,852.54) | 188,599.13 |
| Medicaid | 93,642.68 | 57,662.55 | (45,143.68) | (2,514.02) | 103,647.53 |
| Medicare | 17,223.34 | 4,325.28 | (4,482.68) | (3,496.63) | 13,569.31 |
| EAP | 10,628.35 | 10,706.33 | (2,321.33) | (3,013.33) | 16,000.02 |
| Client Contracts | 12,890.72 | 11,738.10 | (38,877.48) | 26,435.09 | 12,186.43 |
| Collection | 1,349,371.26 | 18,919.30 | (3,340.55) | (7,281.16) | 1,357,668.85 |
| State Contracts | 897,654.49 | 866,593.94 | (857,321.18) | 126,407.80 | 1,033,335.05 |
| Cancellation/No Show | 9,959.61 | 940.00 | (471.00) | 86.17 | 10,514.78 |
| Total | \$ 633,687.41 | | | | \$ 658,458.88 |

Sep-23

| | Beginning Balance | Charges | Payments | Adjustments | Ending Balance |
|----------------------|----------------------|--------------|----------------|----------------|----------------------|
| Self Pay | \$ 322,229.66 | \$ 56,044.28 | \$ (37,382.93) | \$ (24,315.86) | \$ 316,575.15 |
| Insurance | 169,237.35 | 96,142.56 | (39,676.62) | (42,976.12) | 182,727.17 |
| Medicaid | 96,898.43 | 45,960.10 | (41,743.70) | (7,472.15) | 93,642.68 |
| Medicare | 15,328.34 | 5,730.12 | (2,468.38) | (1,366.74) | 17,223.34 |
| EAP | 11,698.08 | 5,678.83 | (1,233.00) | (5,515.56) | 10,628.35 |
| Client Contracts | 12,993.79 | 12,649.04 | (25,633.39) | 12,881.28 | 12,890.72 |
| Collection | 1,313,433.32 | 34,606.43 | (1,880.77) | 3,212.28 | 1,349,371.26 |
| State Contracts | 1,649,426.93 | 909,752.15 | (1,711,295.00) | 49,770.41 | 897,654.49 |
| Cancellation/No Show | 9,307.91 | 940.00 | (233.30) | (55.00) | 9,959.61 |
| Total | \$ 628,385.65 | | | | \$ 633,687.41 |

Changes from Previous Month

| | Charges | Payments | Adjustments | Ending Balance |
|---------------------------------|---------------------|-----------------------|--------------------|---------------------|
| Self Pay | \$ 6,328.23 | \$ (474.64) | \$ 7,682.23 | \$ 7,881.31 |
| Insurance | \$ 28,264.29 | \$ (18,005.73) | \$ (17,876.42) | \$ 5,871.96 |
| Medicaid | \$ 11,702.45 | \$ (3,399.98) | \$ 4,958.13 | \$ 10,004.85 |
| Medicare | \$ (1,404.84) | \$ (2,014.30) | \$ (2,129.89) | \$ (3,654.03) |
| EAP | \$ 5,027.50 | \$ (1,088.33) | \$ 2,502.23 | \$ 5,371.67 |
| Client Contracts | \$ (910.94) | \$ (13,244.09) | \$ 13,553.81 | \$ (704.29) |
| | | | \$ - | |
| Amount Increase/Decrease | \$ 49,006.69 | \$ (38,227.07) | \$ 8,690.09 | \$ 24,771.47 |

The total outstanding balance for amounts owed to Southwest Counseling Service for October 2023 is \$658,458.88. The receivables increased from the previous month. The total receivables excludes Collection, State Contracts and Cancellation/No show fees.

**Southwest Counseling Service
Revenues FY24**

33%

| State Contracts | FY24 Budget | Oct-23 | % Month | YTD | %YTD | Difference |
|--|-------------------------|------------------------|-----------|------------------------|------------|--------------------------|
| Outpatient Services | | | | | | |
| MH - Outpatient | \$ 1,038,642.78 | \$ 86,553.47 | 8% | \$ 259,660.71 | 25% | \$ (778,982.07) |
| MH - CARF | 14,015.00 | 1,167.92 | 8% | 3,503.76 | 25% | (10,511.24) |
| MH- Direct Care Salaries | 182,343.00 | 15,195.25 | 8% | 45,585.75 | 25% | (136,757.25) |
| MH- Emergency Services | 29,218.00 | 2,434.83 | 8% | 7,304.49 | 25% | (21,913.51) |
| MH- Regional Med. Management | 133,729.00 | 11,144.08 | 8% | 33,432.24 | 25% | (100,296.76) |
| MH- Regional Nursing Support | 41,291.00 | 3,440.92 | 8% | 10,322.76 | 25% | (30,968.24) |
| MH- Regional Early Intervention | 53,302.00 | 4,441.83 | 8% | 13,325.49 | 25% | (39,976.51) |
| MH- ESMI | 56,277.73 | 6,487.96 | 12% | 15,867.58 | 28% | (40,410.15) |
| MH- Jail Based Services | 50,000.00 | 4,166.67 | 8% | 12,500.01 | 25% | (37,499.99) |
| SA - Outpatient | 606,870.00 | 50,572.50 | 8% | 151,717.50 | 25% | (455,152.50) |
| SA- Direct Care Salaries | 313,899.00 | 26,158.25 | 8% | 78,474.75 | 25% | (235,424.25) |
| SA - CARF | 6,100.00 | 508.33 | 8% | 1,524.99 | 25% | (4,575.01) |
| SA - HB 308 | 454,450.00 | 37,870.84 | 8% | 113,612.52 | 25% | (340,837.48) |
| MH & SA- Peer Specialist | 90,000.00 | 7,500.00 | 8% | 22,500.00 | 25% | (67,500.00) |
| CCRS | 208,800.00 | 17,400.00 | 8% | 52,200.00 | 25% | (156,600.00) |
| MH - LT Group Home -Sweetwater | 632,675.31 | 52,722.94 | 8% | 158,168.82 | 25% | (474,506.49) |
| MH - LT Group Home - Uinta | 517,643.44 | 43,136.95 | 8% | 129,410.85 | 25% | (388,232.59) |
| SOR- Medication Assisted Treatment | 483,000.00 | 43,700.00 | 9% | 157,487.00 | 33% | (325,513.00) |
| SA - Peer Review | 2,500.00 | - | 0% | - | 0% | (2,500.00) |
| CCBHC | | | | | | |
| CCBHC | 1,000,000.00 | 22,415.36 | 2% | 404,389.94 | 40% | (595,610.06) |
| Regional Services - MH | | | | | | |
| MH- Transitional Grp - Sweetwater | 438,588.46 | 36,549.04 | 8% | 109,647.12 | 25% | (328,941.34) |
| MH - SIP- Sweetwater | 155,302.06 | 12,941.84 | 8% | 38,825.52 | 25% | (116,476.54) |
| MH- SIP- Uinta County | 207,069.41 | 17,255.78 | 8% | 51,767.34 | 25% | (155,302.07) |
| MH- Transitional Grp - Uinta | 389,856.40 | 32,488.03 | 8% | 97,464.09 | 25% | (292,392.31) |
| MH -Sub-Acute Crisis Residential | 397,917.00 | 33,159.76 | 8% | 162,652.40 | 41% | (235,264.60) |
| MH -Sub-Acute Crisis Residential Uinta | 79,583.00 | 6,631.92 | 8% | 33,159.64 | 42% | (46,423.36) |
| Regional Services - SA | | | | | | |
| SA - Residential | 2,241,069.28 | 186,755.78 | 8% | 560,267.34 | 25% | (1,680,801.94) |
| SA- Residential Women and Children | 703,347.15 | 58,612.26 | 8% | 175,836.78 | 25% | (527,510.37) |
| SA- Transitional (SL) | 199,290.49 | 16,607.54 | 8% | 49,822.62 | 25% | (149,467.87) |
| SA- Detox | 136,417.08 | 11,368.09 | 8% | 34,104.27 | 25% | (102,312.81) |
| Quality of Life | | | | | | |
| MH - Quality of Life | 102,730.00 | 7,699.00 | 7% | 20,649.83 | 20% | (82,080.17) |
| SA- Quality of Life | 23,680.00 | 49.00 | 0% | 866.00 | 4% | (22,814.00) |
| General Funds | | | | | | |
| County | 650,488.00 | 54,207.33 | 8% | 216,829.32 | 33% | (433,658.68) |
| Client Fees | 370,000.00 | 31,294.66 | 8% | 127,245.14 | 34% | (242,754.86) |
| Insurance | 631,305.00 | 57,746.84 | 9% | 189,902.70 | 30% | (441,402.30) |
| Medicaid | 557,825.00 | 45,143.68 | 8% | 195,118.40 | 35% | (362,706.60) |
| Medicare | 44,325.00 | 4,482.68 | 10% | 14,315.00 | 32% | (30,010.00) |
| EAP | 61,375.00 | 2,321.33 | 4% | 9,678.19 | 16% | (51,696.81) |
| DFS | 5,000.00 | - | 0% | 443.50 | 9% | (4,556.50) |
| DVR/DDS | 2,000.00 | 220.50 | 11% | 595.00 | 30% | (1,405.00) |
| Medical Service Fees | 112,000.00 | 7,220.27 | 6% | 29,457.45 | 26% | (82,542.55) |
| Food Stamps | 99,520.00 | 2,882.68 | 3% | 16,269.37 | 16% | (83,250.63) |
| Grants and Contracts | | | | | | |
| General Contracts | 110,500.00 | 9,262.12 | 8% | 65,363.36 | 59% | (45,136.64) |
| Treatment Court | 82,800.00 | 6,900.00 | 8% | 27,600.00 | 33% | (55,200.00) |
| Federal Probation | 4,000.00 | - | 0% | 165.00 | 4% | (3,835.00) |
| County Prevention | 243,229.00 | 22,600.40 | 9% | 88,714.34 | 36% | (154,514.66) |
| ARPA Capital Construction | 1,780,217.00 | - | 0% | - | 0% | (1,780,217.00) |
| Miscellaneous Funds | | | | | | |
| Operations Carryover | 2,900,000.00 | - | 0% | 2,900,000.00 | 100% | - |
| Reserve | 1,383,095.50 | - | 0% | 1,383,095.50 | 100% | - |
| Interest Earned | 22,000.00 | 2,144.64 | 10% | 7,464.85 | 34% | (14,535.15) |
| Commissary Funds | 5,700.00 | 216.25 | 4% | 1,425.22 | 25% | (4,274.78) |
| Miscellaneous | 15,000.00 | 70.27 | 0% | 757,406.79 | 5049% | 742,406.79 |
| Total Revenues | \$ 15,786,890.59 | \$ 1,103,849.79 | 7% | \$ 9,037,141.24 | 57% | \$ (6,749,749.35) |
| Total Revenue excluding carryover | \$ 20,069,986.09 | | | \$ 4,754,045.74 | 24% | |

**Southwest Counseling Service
Expenditures FY24**

33%

| Personnel | FY24 Budget | Oct-23 | % Month | YTD | %YTD | Difference |
|---|-----------------|---------------|---------|-----------------|------|----------------|
| Salaries | \$ 7,918,379.34 | \$ 540,344.02 | 7% | \$ 2,245,776.24 | 28% | (5,672,603.10) |
| FICA | 685,470.00 | 38,709.78 | 6% | 162,935.45 | 24% | (522,534.55) |
| Wyoming Retirement | 1,203,450.00 | 99,384.35 | 8% | 407,077.03 | 34% | (796,372.97) |
| Health Insurance | 2,138,440.00 | 171,679.44 | 8% | 688,667.59 | 32% | (1,449,772.41) |
| Life Insurance | 35,700.00 | 1,875.30 | 5% | 7,326.90 | 21% | (28,373.10) |
| Worker's Compensation | 49,000.00 | 4,099.51 | 8% | 16,926.01 | 35% | (32,073.99) |
| Unemployment | 25,000.00 | - | 0% | - | 0% | (25,000.00) |
| Wellness | 13,580.00 | 554.04 | 4% | 2,477.62 | 18% | (11,102.38) |
| Background Check | 11,010.00 | 461.00 | 4% | 2,613.80 | 24% | (8,396.20) |
| Contracts | 429,750.00 | 40,824.10 | 9% | 154,685.90 | 36% | (275,064.10) |
| Contract- Transitional Grp - Uinta | 389,856.40 | 32,488.03 | 8% | 97,464.09 | 25% | (292,392.31) |
| Contract - SIP Uinta County | 207,069.41 | 17,255.78 | 8% | 51,767.34 | 25% | (155,302.07) |
| Contract - Sub-Acute Crisis Stabilization | 79,583.00 | 6,631.92 | 8% | 19,895.76 | 25% | (59,687.24) |
| Contract - LT Group Home - Uinta | 517,643.44 | 43,136.95 | 8% | 129,410.85 | 25% | (388,232.59) |
| Consultation | 10,000.00 | - | 0% | 4,935.00 | 49% | (5,065.00) |
| Recruitment | 8,225.00 | 548.61 | 7% | 5,627.20 | 68% | (2,597.80) |
| Travel/Vehicle Expenses | | | | | | |
| Travel-Mileage Reimbursement | 12,000.00 | 850.27 | 7% | 2,460.72 | 21% | (9,539.28) |
| Vehicle Fuel | 28,300.00 | 2,351.59 | 8% | 7,540.70 | 27% | (20,759.30) |
| Vehicle Maintenance | 16,000.00 | 1,513.98 | 9% | 8,688.80 | 54% | (7,311.20) |
| Conference and Seminar Travel | 22,600.00 | 2,800.00 | 12% | 7,381.41 | 33% | (15,218.59) |
| Training | 30,000.00 | 3,572.74 | 12% | 15,117.43 | 50% | (14,882.57) |
| Operating | | | | | | |
| Supplies | 164,748.00 | 10,839.05 | 7% | 50,312.68 | 31% | (114,435.32) |
| Food | 235,295.00 | 22,112.30 | 9% | 94,639.18 | 40% | (140,655.82) |
| Rent | 113,400.00 | 11,459.00 | 10% | 45,163.00 | 40% | (68,237.00) |
| Utilities | 192,454.00 | 15,556.30 | 8% | 63,209.87 | 33% | (129,244.13) |
| Insurance- G&P/ Vehicles | 160,590.00 | 5,000.00 | 3% | 5,125.00 | 3% | (155,465.00) |
| Advertising | 35,500.00 | 1,857.58 | 5% | 19,118.43 | 54% | (16,381.57) |
| Books/Magazines/Video | 4,000.00 | - | 0% | 3,506.86 | 88% | (493.14) |
| Client/Insurance Refund | 3,000.00 | 490.00 | 16% | 1,980.41 | 66% | (1,019.59) |
| Computer Hardware | 50,000.00 | 867.69 | 2% | 1,205.69 | 2% | (48,794.31) |
| Computer Software | 332,975.00 | 11,983.34 | 4% | 254,222.52 | 76% | (78,752.48) |
| Computer Maintenance | 10,000.00 | 887.92 | 9% | 8,844.40 | 88% | (1,155.60) |
| Computer Communication | 57,000.00 | 3,005.25 | 5% | 12,021.00 | 21% | (44,979.00) |
| Equipment | 110,000.00 | 595.96 | 1% | 2,515.32 | 2% | (107,484.68) |
| Leased Equipment | 50,000.00 | 3,495.21 | 7% | 13,014.78 | 26% | (36,985.22) |
| Maintenance | 182,400.00 | 10,392.55 | 6% | 42,794.03 | 23% | (139,605.97) |
| Postage | 12,250.00 | 1,632.10 | 13% | 3,770.14 | 31% | (8,479.86) |
| Cleaning Supplies | 16,375.00 | 1,098.51 | 7% | 3,884.04 | 24% | (12,490.96) |
| Telephone | 74,000.00 | 11,444.30 | 15% | 49,035.97 | 66% | (24,964.03) |
| Testing and Materials | 20,000.00 | - | 0% | 795.50 | 4% | (19,204.50) |
| Drug Testing | 25,000.00 | 1,814.49 | 7% | 6,875.15 | 28% | (18,124.85) |
| Client Medical | 175,000.00 | 13,493.36 | 8% | 45,140.56 | 26% | (129,859.44) |
| Client Rx | 15,000.00 | 4,993.93 | 33% | 20,224.62 | 135% | 5,224.62 |
| APRN Medical Lab Fees | 20,000.00 | 969.00 | 5% | 5,589.00 | 28% | (14,411.00) |
| Recreation | 3,850.00 | 118.24 | 3% | 697.05 | 18% | (3,152.95) |
| Membership Dues | 30,000.00 | 220.00 | 1% | 460.00 | 2% | (29,540.00) |
| Collection Agency | 2,000.00 | - | 0% | 37.75 | 2% | (1,962.25) |
| CARF | 20,115.00 | - | 0% | - | 0% | (20,115.00) |
| MH Quality of Life | | | | | | |
| Medical | 55,030.00 | 4,065.30 | 7% | 20,017.49 | 36% | (35,012.51) |
| Emergency Subsistence | 3,200.00 | 161.94 | 5% | 748.06 | 23% | (2,451.94) |
| RX | 15,000.00 | 1,824.10 | 12% | 6,621.65 | 44% | (8,378.35) |
| Housing | 5,100.00 | 448.00 | 9% | 448.00 | 9% | (4,652.00) |
| Transportation | 15,400.00 | 208.60 | 1% | 848.73 | 6% | (14,551.27) |
| Recreation | 1,000.00 | 24.97 | 2% | 24.97 | 2% | (975.03) |
| Community Center | 8,000.00 | - | 0% | - | 0% | (8,000.00) |
| Regional Quality of Life | | | | | | |
| Regional Quality of Life | 23,680.00 | 1,497.42 | 6% | 4,085.58 | 17% | (19,594.42) |

| | | | | | | |
|----------------------------------|-------------------------|------------------------|-----------|------------------------|------------|------------------------|
| Miscellaneous Expenses | | | | | | |
| Finance Charge | 2,000.00 | 1.50 | 0% | 161.83 | 8% | (1,838.17) |
| Credit Card Fees | 20,000.00 | 1,283.17 | 6% | 5,549.73 | 28% | (14,450.27) |
| Other Expenses | 32,255.00 | 954.95 | 3% | 751,031.03 | 2328% | 718,776.03 |
| Debt Service/Capital Maintenance | | | | | | |
| Capital | 830,000.00 | 62.41 | 0% | 43,614.08 | 5% | (786,385.92) |
| ARPA Funding Capital Projects | 3,113,312.50 | 12,272.94 | 0% | 12,272.94 | 0% | (3,101,039.56) |
| Total Expenses | \$ 20,069,986.09 | \$ 1,166,212.79 | 6% | \$ 5,638,382.88 | 28% | (14,431,603.21) |

**Southwest Counseling Service
November 2023 Check Register**

| Check No. | Vendor | Program | Check Amt. |
|------------------|---|--|-------------------|
| 116031 | Amazon | Medical, Crisis, Transitions, Independence, Continental, Century, Duran, TC, Recovery, Admin., Bridges, Mental Health, Prevention, Psychiatric | \$ 851.59 |
| 116032 | CenturyLink | Continental, Crisis, Detox, TC, Recovery, Independence | 311.36 |
| 116033 | CenturyLink Business Services - Lumen | Mental Health | 2,474.16 |
| 116034 | Kum&Go Fleet | QOL, Independence, Transitions, Recovery, Crisis, Detox, Duran, Century, Continental, Admin., WAP, TC | 2,050.57 |
| 116035 | Pitney Bowes Global Financial Services, LLC | TC, Recovery | 19.00 |
| 116036 | U.S. Bank | TC, Recovery | 1,474.49 |
| 116037 | Verizon Wireless | Mental Health, Admin., Child & Adol., Recovery, TC, Bridges, Medical | 688.59 |
| 116038 | White Mountain Water & Sewer District | WAP, Duran | 544.94 |
| 116039 | All West Communications | Continental, Mental Health, WAP, Century, Sober Living, TC, Recovery, Transitions, Crisis, Detox, Independence | 3,005.25 |
| 116040 | First Bankcard | QOL, Prevention, Admin, Mental Health, Bridges, Continental, Independence, Transitions, Peer Specialist, Child & Adol., SOR-MAT, Bridges, Medical, SIP, Recovery | 12,721.95 |
| 116041 | McKesson Medical-Surgical, Inc. | Medical | 491.49 |
| 116042 | Nicholas & Company | Century, Duran, WAP, Crisis, Detox, Independence, Continental, WAP, Transitions, Mental Health | 7,227.09 |
| 116043 | RMP- Rocky Mountain Power | Child & Adol. | 43.34 |
| 116044 | Western Star Communications LLC | Mental Health, TC | 236.00 |
| 116045 | Wyo Waste | Bridges, Medical, Transitions, Mental Health, Duran, WAP, Child & Adol., TC, Recovery, Admin., Crisis, Detox, Independence, Continental, Century | 1,397.61 |
| 116046 | Insurance Information Exchange | Continental, Independence, Child & Adol., Medical, Admin., Transitions, Duran, Recovery, Crisis | 165.60 |
| 116047 | Coal Creek Law | Admin | 2,489.50 |

**Southwest Counseling Service
November 2023 Check Register**

| | | | |
|--------|---------------------------------------|--|----------|
| 116048 | Dominion Energy | Mental Health, Child & Adol. | 765.94 |
| 116049 | Leaf Prior SVC By TimePayment | Bridges, Medical | 120.00 |
| 116050 | RMP- Rocky Mountain Power | Century, Mental Health, Transitions, Sober Living, Continental, Crisis, Detox, Independence, Duran, WAP | 2,642.46 |
| 116051 | RS Municipal Utility | Bridges, Medical, TC, Recovery, Century, Transitions, Independence, Continental, Crisis, Detox, Admin., Mental Health, Child & Adol. | 2,985.77 |
| 116052 | U.S. Bank | Bridges, Medical | 374.34 |
| 116053 | RMP- Rocky Mountain Power | TC, Recovery, Bridges, Medical | 3,106.18 |
| 116054 | AdTel International, Inc. | TC, Mental Health | 1,145.00 |
| 116055 | All Pro Storage | Admin | 270.00 |
| 116056 | Amazon | Medical, Crisis, Transitions, Independence, Continental, Century, Duran, TC, Recovery, Admin., Bridges, Mental Health, Prevention, Psychiatric | 4,310.55 |
| 116057 | Aspen Construction | Duran, WAP, Ankeny | 4,800.00 |
| 116058 | Bennett Paint & Glass | Duran | 100.00 |
| 116059 | Century Link | WAP, Bridges, Medical, Sober Living, Duran, Mental Health, Transitions, TC, Recovery, Century | 652.42 |
| 116060 | CenturyLink Business Services - Lumen | TC, Recovery, Admin., Bridges, Medical, Mental Health | 4,337.63 |
| 116061 | Coal Creek Law | Admin | 646.00 |
| 116062 | Copier & Supply | Mental Health, TC, Recovery, Admin., Bridges, Medical | 2,055.65 |
| 116063 | Cowboy Supply House | Admin | 23.50 |
| 116064 | Dominion Energy | Sober Living, SIP, Continental, Bridges, Medical, Crisis, Detox, Transitions, TC, Recovery, Independence, Admin | 3,983.76 |
| 116065 | U.S. Bank | TC, Recovery | 1,604.49 |
| 116066 | Eagle Uniform & Supply Co. | TC, Recovery, Mental Health | 443.21 |
| 116067 | Education Development Center | Mental Health | 450.00 |
| 116068 | Electronic Network System | Admin | 107.65 |
| 116069 | Farmers Brothers | Bridges, TC, Recovery | 681.12 |
| 116070 | F.B. McFadden Wholesale Co. | Bridges, Transitions, Independence, Continental, Crisis, Detox, Century, Duran, WAP | 955.00 |
| 116071 | Fremont Motor Rock Springs, Inc. | Admin | 81.11 |
| 116072 | Green River Star | Admin | 80.00 |
| 116073 | Hagemann, Andrew | CCBHC, Admin | 3,420.00 |
| 116074 | High Security Lock & Alarm | Mental Health, Bridges, TC, Recovery | 206.00 |
| 116075 | Home Depot- Credit Services | Admin., TC, Recovery, Mental Health, Bridges, Medical, Duran | 3,620.66 |

**Southwest Counseling Service
November 2023 Check Register**

| | | | |
|--------|---|--|-----------|
| 116076 | John Paras | Sober Living, QOL | 1,739.55 |
| 116077 | Kronos | Admin | 1,579.05 |
| 116078 | LocumTenens | Psychiatric | 18,643.49 |
| 116079 | McKesson Medical-Surgical, Inc. | Medical | 467.06 |
| 116080 | Nicholas & Company | Century, Duran, WAP, Crisis, Detox, Independence, Continental, WAP, Transitions | 6,498.05 |
| 116081 | OPEN MINDS | Admin | 20,325.00 |
| 116082 | Orlie's Refrigeration and Heating | WAP | 163.50 |
| 116083 | Pioneer Counseling Service | Admin | 99,512.68 |
| 116084 | Redwood Toxicology Laboratory | Recovery, Mental Health, Admin., Duran | 2,729.78 |
| 116085 | Royal Flush | Prevention | 570.00 |
| 116086 | SCS | 3-SOR-MAT | 11,880.18 |
| 116087 | SCS | QOL | 7,246.81 |
| 116088 | SCS | 3-SOR-MAT, Medical | 2,112.00 |
| 116089 | Shadow Mountain Water of Wyoming, Inc. | TC, Recovery, Bridges, Mental Health | 150.00 |
| 116090 | Shadow Ridge | Sober Living | 5,075.00 |
| 116091 | Silver Ridge Village | SIP | 6,597.42 |
| 116092 | Smiths | 3 SOR-MAT, QOL, WAP, TC | 6,939.39 |
| 116093 | Smyth Printing Inc. | Admin | 542.18 |
| 116094 | SST Testing Plus, Inc. | Admin | 345.00 |
| 116095 | Swan-Smith, Patricia | Recovery, CCBHC | 4,282.00 |
| 116096 | SweetwaterNOW | Prevention | 2,050.00 |
| 116097 | TD2 Trailer Sales, Inc. | TC | 194.17 |
| 116098 | Terminix | Continental, WAP, Century, Crisis, Detox, Independence, Duran, Transitions | 533.00 |
| 116099 | The Radio Network | Admin | 300.00 |
| 116100 | The Tire Den | Duran | 116.19 |
| 116101 | Top-Tech | Century, Admin., Crisis, Detox, Child & Adol. | 473.12 |
| 116102 | University of Utah Medical Center - Psych | Psychiatric | 9,106.25 |
| 116103 | Valvoline Instant Oil Change | Duran | 67.98 |
| 116104 | Vaughn's Plumbing & Heating Co. | Transitions, Century, Crisis, Detox, Continental, Independence | 5,942.57 |
| 116105 | VLCM | Mental Health | 15,843.64 |
| 116106 | Wakefield & Associates, LLC | Admin | 149.57 |
| 116107 | Wal-Mart | Century, Duran, WAP, Crisis, Detox, Independence, Transitions, Continental, 3 SOR MAT, Admin., Bridges, TC, Recovery | 15,994.75 |
| 116108 | WinSupply | TC, Recovery | 69.09 |
| 116109 | WyoData Security Inc. | TC, Recovery, Mental Health | 230.00 |
| 116110 | Wyoming Dept. of Health | Medical | 956.00 |
| 116111 | WyoRadio | Prevention | 1,032.25 |
| 116112 | Bill Hatch Window Cleaning | Bridges, Mental Health, TC, Recovery | 800.00 |

**Southwest Counseling Service
November 2023 Check Register**

| | | | |
|----------------------------------|--|---|------------|
| 116113 | Client Refund | Psychiatric | 20.00 |
| 116114 | Client Refund | Emergency | 196.80 |
| 116115 | Bauer, Michael | Mental Health | 92.36 |
| 116116 | Bramwell, Kimberly | Mental Health | 40.00 |
| 116117 | Brown, Rhonda | TC | 165.76 |
| 116118 | Burd, Carmen | TC | 33.41 |
| 116119 | Christensen, Vanessa | Medical | 16.77 |
| 116120 | Diodati-Duran, Cynthia | Recovery | 34.39 |
| 116121 | Gilmore, Stephani | Sober Living, TC | 33.41 |
| 116122 | Gomez, Janell | Mental Health | 77.29 |
| 116123 | Grenier, Dana | Medical | 40.00 |
| 116124 | Haney, Shaelyn | Prevention | 419.55 |
| 116125 | Kempton, Doris | TC | 78.60 |
| 116126 | Legault, Christy | TC | 254.14 |
| 116127 | Little, Ross | Mental Health | 87.77 |
| 116128 | Lux, Jason | Prevention | 383.18 |
| 116129 | McKenzie, Riley | Child & Adol. | 40.00 |
| 116130 | Moser, Amy | Admin | 53.21 |
| 116131 | Nielson, Jessica | Child & Adol. | 312.05 |
| 116132 | Norton, Krystle | Recovery | 161.80 |
| 116133 | Pate, Shawneen | Recovery | 23.97 |
| 116134 | Robbins, Elisa | Mental Health | 72.71 |
| 116135 | Schmid-Pizzato, Laura | TC | 139.98 |
| 116136 | Scott, Julie | Mental Health | 23.58 |
| 116137 | Swanson, Stephanie | Recovery | 34.13 |
| 116138 | Vavra, Mona | Bridges | 380.74 |
| 116139 | Petty Cash | Continental, Independence, Transitions, Admin., QOL, SAQOL | 703.75 |
| 116140 | Child Support Services - Utah | Payroll Deduction | 268.00 |
| 116141 | AFLAC | Payroll Deduction | 1,051.24 |
| 116142 | Great-West Trust Company | Payroll Deduction | 1,070.00 |
| 116143 | NCPERS Wyoming | Payroll Deduction | 240.00 |
| 116144 | Wyoming Retirement System | Personnel | 116,110.33 |
| 116145 | WY Child Support Enforcement | Payroll Deduction | 35.00 |
| 116146 | AFLAC | Payroll Deduction | 138.64 |
| 116147 | Goldman Sachs 529 Plan | Payroll Deduction | 2,000.00 |
| 116148 | Sweetwater County Section 125 | Payroll Deduction | 4,535.95 |
| 116149 | Sweetwater County Health Savings Account | Personnel and Payroll Deductions | 1,975.00 |
| 116150 | Sweetwater County Claim Fund | Personnel and Payroll Deductions | 193,498.13 |
| 116151 | Blomquist Hale Consulting | Personnel | 542.44 |
| 116152 | Transamerica | Personnel | 1,889.30 |
| EFTPS | RSNB | Personnel and Payroll Deductions | 586.64 |
| EFTPS | RSNB | Personnel and Payroll Deductions | 147,794.72 |
| 11264 - 11273 & Electronic | Salaries | Payroll | 493,209.30 |

\$ 1,300,281.73

November 2023 Check Register Information Descriptions

| Check No. | Vendor | Program | Check Amt. | Description |
|-----------|-----------------------------------|--|-------------|--|
| 116057 | Aspen Construction | Duran, WAP, Ankeny | \$ 4,800.00 | Replaced line and fittings due to water leak in crawl space. Repaired roof shingles and installed new roof vent boots at Duran. Jet sewer line at Ankeny. Haul and spread road base in driveway and cleaned up weeds at WAP. |
| 116058 | Bennett Paint & Glass | Duran | 100.00 | New frame and screen on door |
| 116067 | Education Development Center | Mental Health | 450.00 | AMSR (Suicide) Outpatient Direct Care Training for nine participants |
| 116076 | John Paras | Sober Living, QOL | 1,739.55 | Twin mattresses, Qty: 5. Box springs, Qty: 4 |
| 116081 | OPEN MINDS | Admin | 20,325.00 | New Contract |
| 116082 | Orlie's Refrigeration and Heating | WAP | 163.50 | Rollout limit was faulty leading to replacement on limit control disk |
| 116085 | Royal Flush | Prevention | 570.00 | Changing banners and restroom advertisements |
| 116097 | TD2 Trailer Sales, Inc. | TC | 194.17 | Replaced ignition lock and cylinder assembly on Ford Van 6165 |
| 116100 | The Tire Den | Duran | 116.19 | Tire rotation, balance, and alignment on Ford Econoline |
| 116104 | Vaughn's Plumbing & Heating Co. | Transitions, Century, Crisis, Detox, Continental, Independence | 5,942.57 | Installed new Lennox furnace at Transitions. Inspect and maintenance furnaces at remaining locations. |
| 116105 | VLCM | Mental Health | 15,843.64 | Cisco Meraki Enterprise Cloud & Cisco Meraki MR36, Qty: 7 |
| 116112 | Bill Hatch Window Cleaning | Bridges, Mental Health, TC, Recovery | 800.00 | Cleaned exterior windows at Foothill, College Hill, and Ankeny |

CEO REPORT
NOVEMBER 2023

Governor Mark Gordon will be here on Wednesday, November 29th for the Town Hall meeting at Western Wyoming Community College Theater from 9:30 am to 11:00 am. I am hoping this meeting will be positive for the community and for mental health issues in general. I do not know if I will have the schedule for Governor Gordon visit to the Women's and Children Program at 158 Washakie. Tentatively it is scheduled for 2:45 pm. I believe Governor Gordon is scheduled from 2:00 pm to 2:30 pm at Desert View Elementary School so it may be closer to 3:00pm. As I receive more information, I will let you know.

Andi Summerville, Executive Director for Wyoming Association of Mental Health and Substance Abuse Centers (WAMHSAC) will be at the Board meeting to present on Behavioral Health Redesign and legislative issues. I think it will be an opportunity to hear from Ms. Summerville. She does an exceptional job for all of the centers.

PREVIOUS BUSINESS:

EMPLOYEE HOLIDAY INCENTIVES: This was discussed last month with several options for the board to consider. There were four options presented. The most conservative is the one time stipend for \$250. The other options are for \$500, \$750 and \$1,000. The other option was the day off after Christmas on Tuesday as a holiday. The additional cost besides everyone having paid leave is \$11,000 for overtime for non-exempt staff.

SWEETWATER COUNTY COMMISSIONER MEETING: I did present to the commissioners on November 7, 2023 the FY23 Annual Report, Letter of Intent and the Outline of Required/Optional Services for their approval and Sustainability Plan for Services. I also asked for approval of carpet removal for the Century Building and approval.

FACILITIES: The panic buttons for College Hill and Foothill are working and tested monthly. Security Lock and Alarm have been notified about panic buttons at Ankeny and the door between the client area and going back into the hallway. Some of the lighting issues were easy to correct but others will require an electrician. Some of the items have been included on the Capital Construction List with the County that Lt. Rich Fischer recommended. I appreciate how helpful Lt. Fischer was in going through the buildings and providing recommendations.

FOOTHILL BUILDING: This building is ready for a walk through to ensure all the work is complete. The staff have been patient and continued to do their work necessary in organized chaos.

PLAN ONE ARCHITECTS: All the ARPA buildings have had on-site review by the architect and the next stage will be the development of the bid documents.

NEW BUSINESS:

GOVERNOR GORDON BUDGET: Governor Mark Gordon recommended \$15 million back in the budget for the community mental health centers as well as additional funding for 988 to support text/chat services.

| | |
|----------------------------------|-------------|
| Mental Health Outpatient | \$7,249,086 |
| Substance Disorder Outpatient | \$1,311,816 |
| Mental Health Residential | \$2,664,702 |
| Substance Disorder Residential | \$3,967,864 |
| 988 Additional Text/Chat Funding | \$1,732,965 |

This is positive news for the system of care.

SALARY STRUCTURE COMMITTEE: I would like to request the board activate a salary structure committee to review SCS Salary Structure.

BOARD ACTION REQUIRED:

ITEM A: APPROVAL OF RECEIPT OF VEHICLES FROM SWEETWATER COUNTY - Request for SCS to receive from Sweetwater County three vehicles from the exchange. These include 2008 Dodge Calibur with 65,552 miles, 2008 Chevy Suburban with 169,193 miles, and 2011 Chevy Express Van with 164,333 miles.

ITEM B: WYORADIO HOLIDAY ADVERTISEMENT - This is a request for the Prevention Specialists to run ads. The total cost is \$130 for the advertisements.

ITEM C: LUMEN RENEWAL - This is a renewal contract for telephone and internet services. The total monthly charges will be \$4,069.55.

ITEM D: RETURN OF 2006 DODGE TRUCK - This is a request to transfer title from SCS to Sweetwater County for the return of a 2006 Dodge truck that expired August of 2022.

ITEM E: APPROVAL OF THE INSURANCE RENEWALS FOR 2023/2024 - Request for approval of the 2023/2024 Cyber, Directors and Officers and Crime, General Liability and Auto, and the umbrella policy. Total costs will be provided to the board with comparisons to last year premium costs.

ITEM F: REQUEST TO ACTIVATE A SALARY STRUCTURE COMMITTEE - Request for a committee of board members, the HR Manager, CFO and CEO to begin work on the SCS salary structure.

ITEM G: INTERPRETER AGREEMENT WITH LEGERSKI CONSULTING - This agreement previously came before the board as an agreement directly with Mr. Legerski. The request is to not void the previous contract and request approval and signature to provide ASL services at a rate of \$25/hour.

ITEM H: REQUEST TO REVIEW THE HOLIDAY INCENTIVE - This is a request for review and possible approval of one of the recommendations.

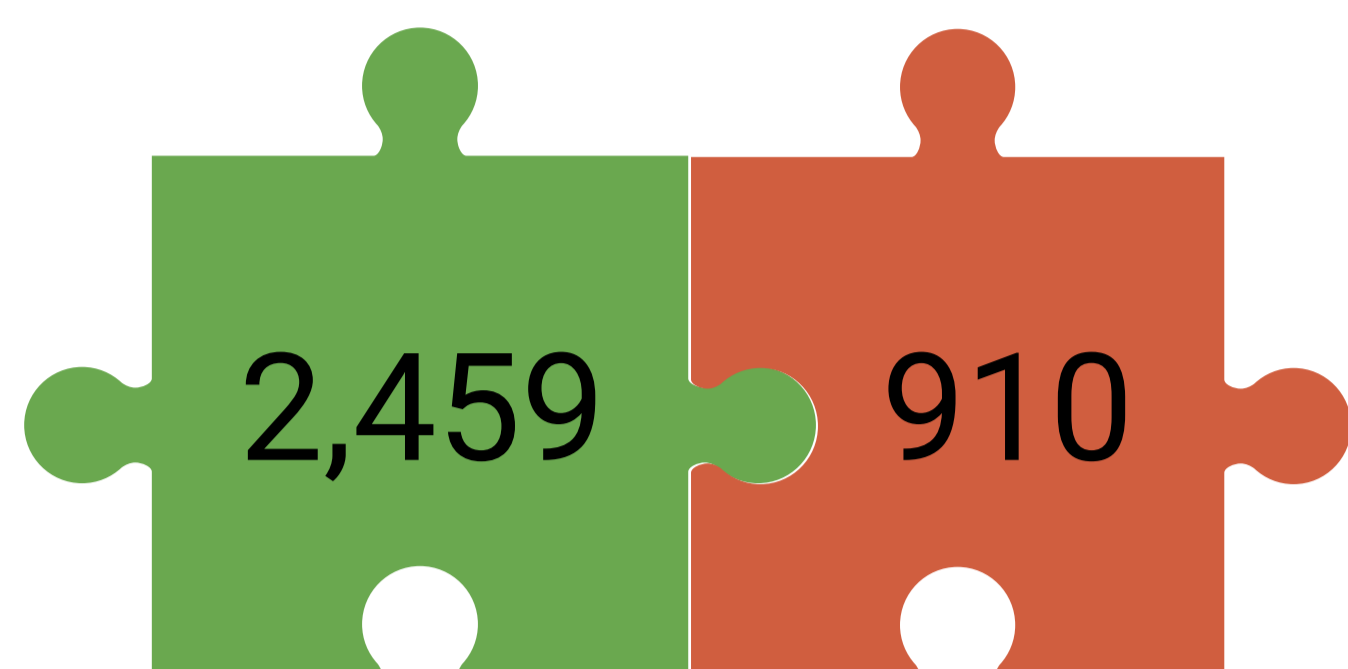
Southwest Counseling Service

Enriching lives through wellness, recovery, and hope

Outpatient Treatment

Serving Sweetwater County

Clients



PROVIDED
71,833
Hours
TREATMENT

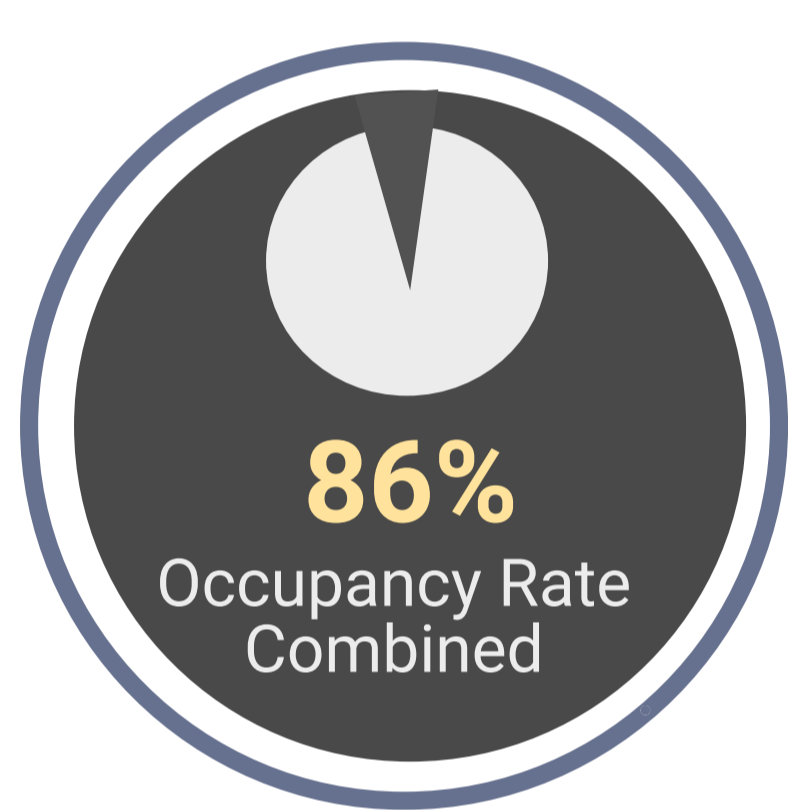
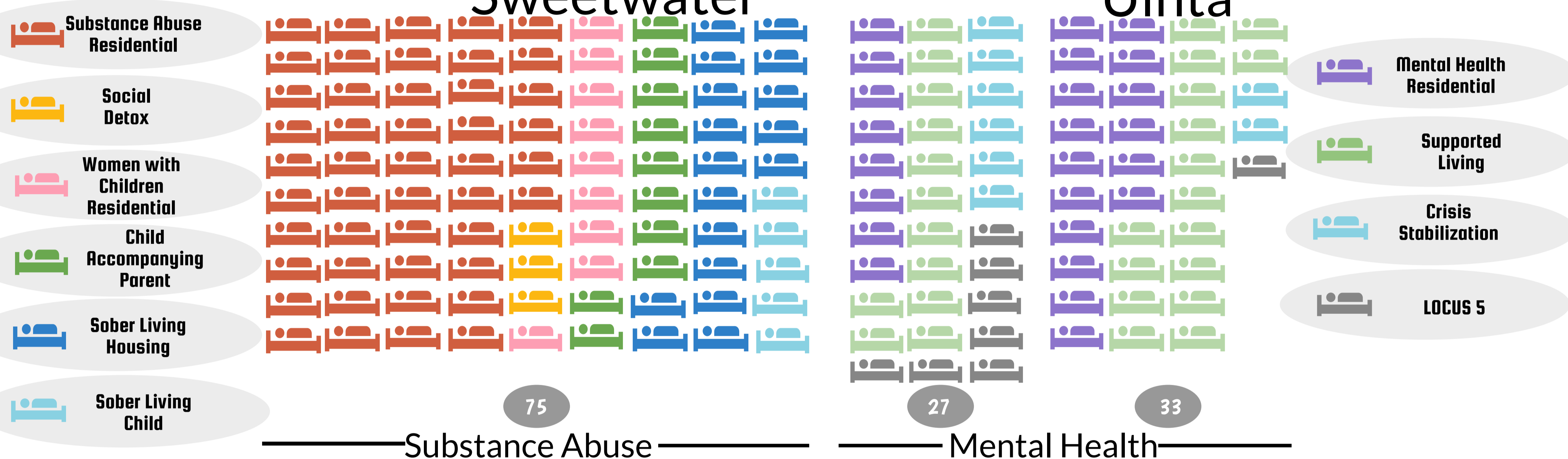
Mental Health
Substance Abuse

Residential Treatment

Serving Southwest Wyoming and Statewide Residents in Sweetwater & Uinta County Locations

Sweetwater

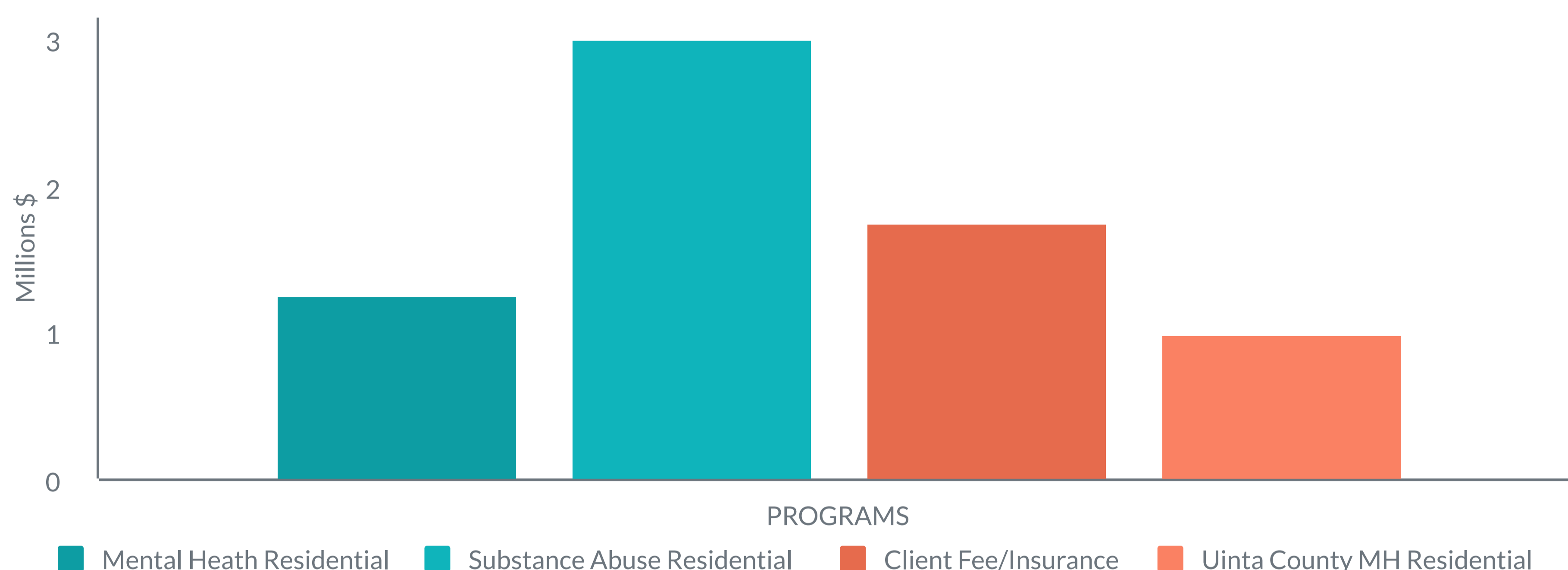
Uinta



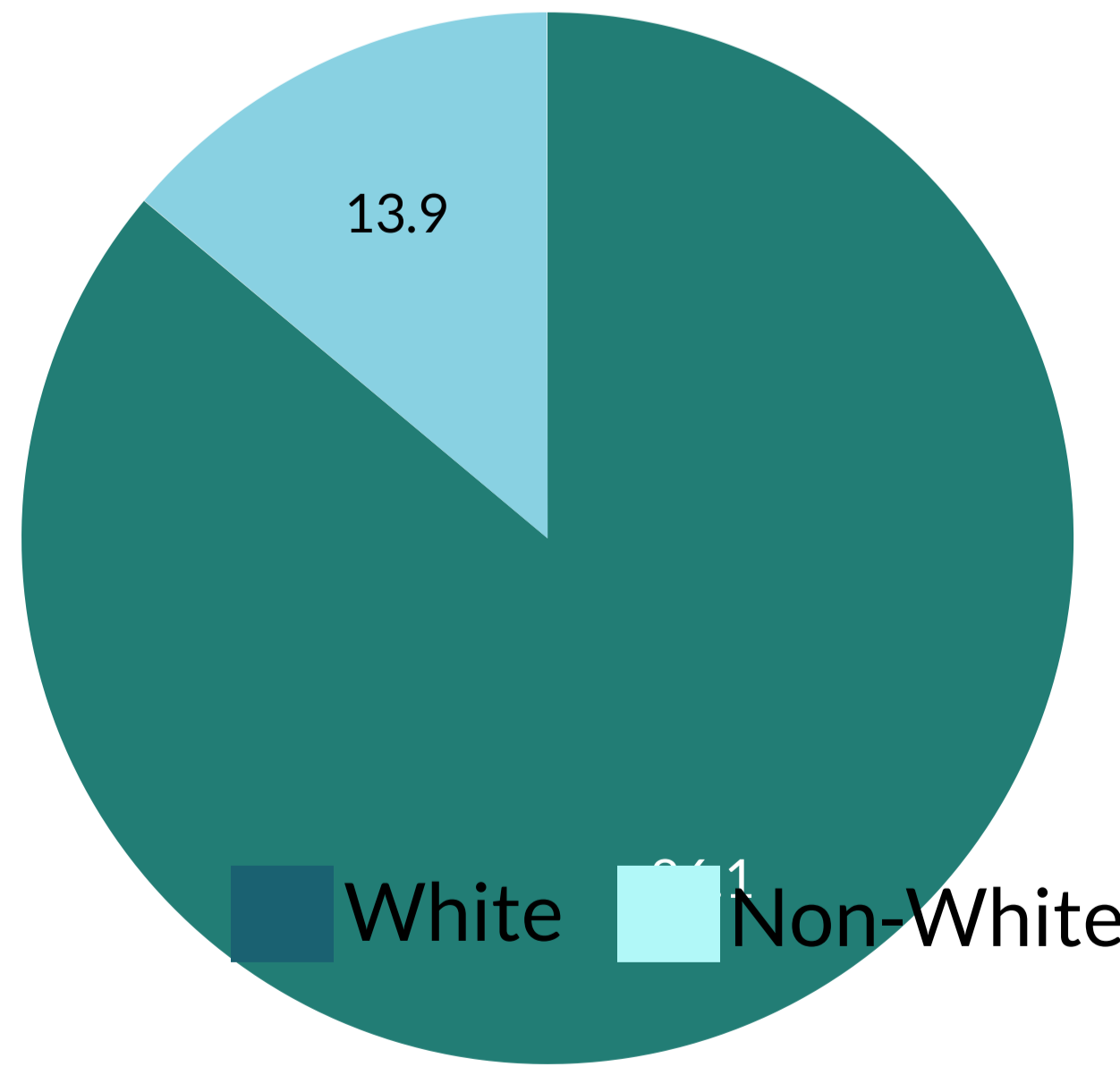
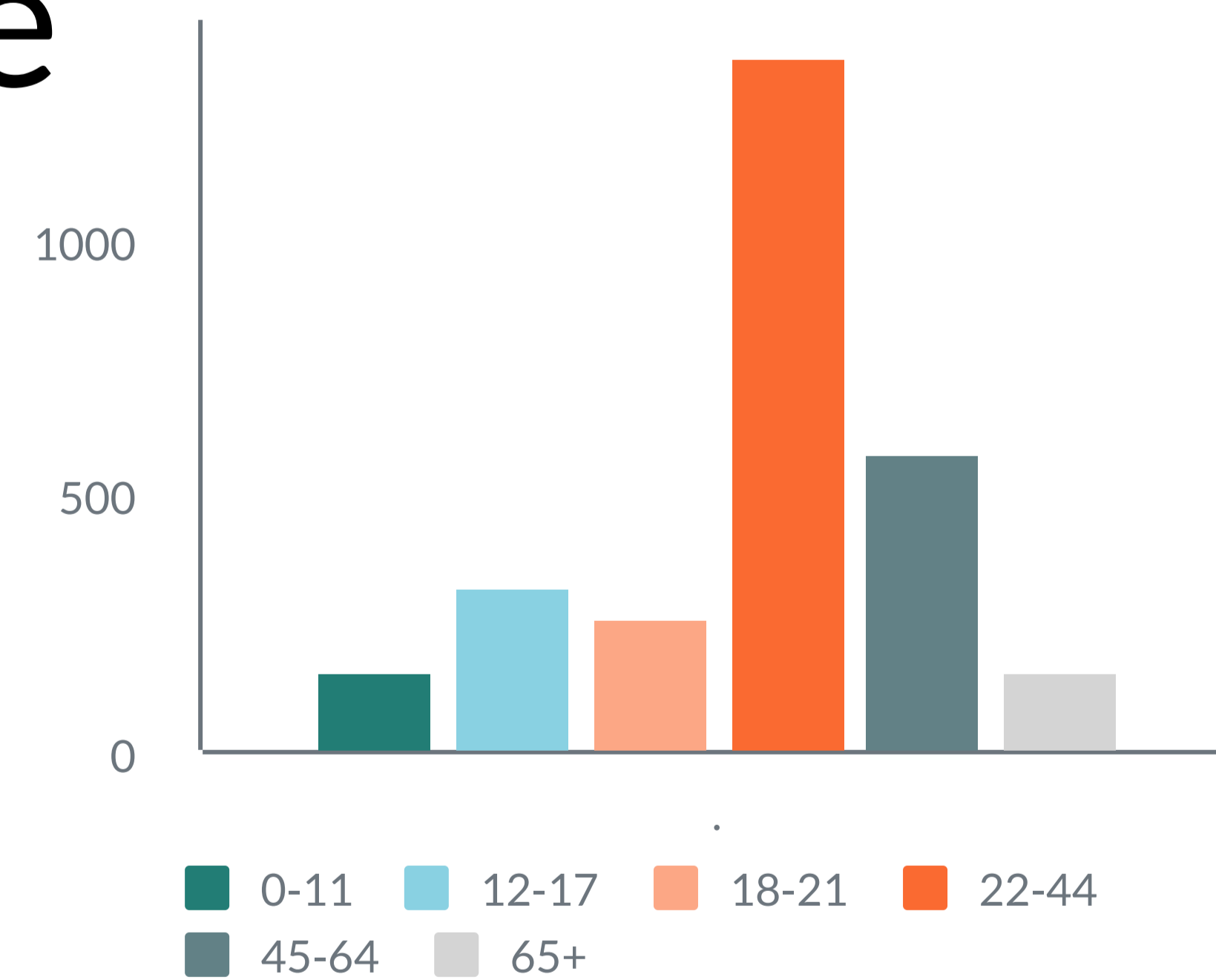
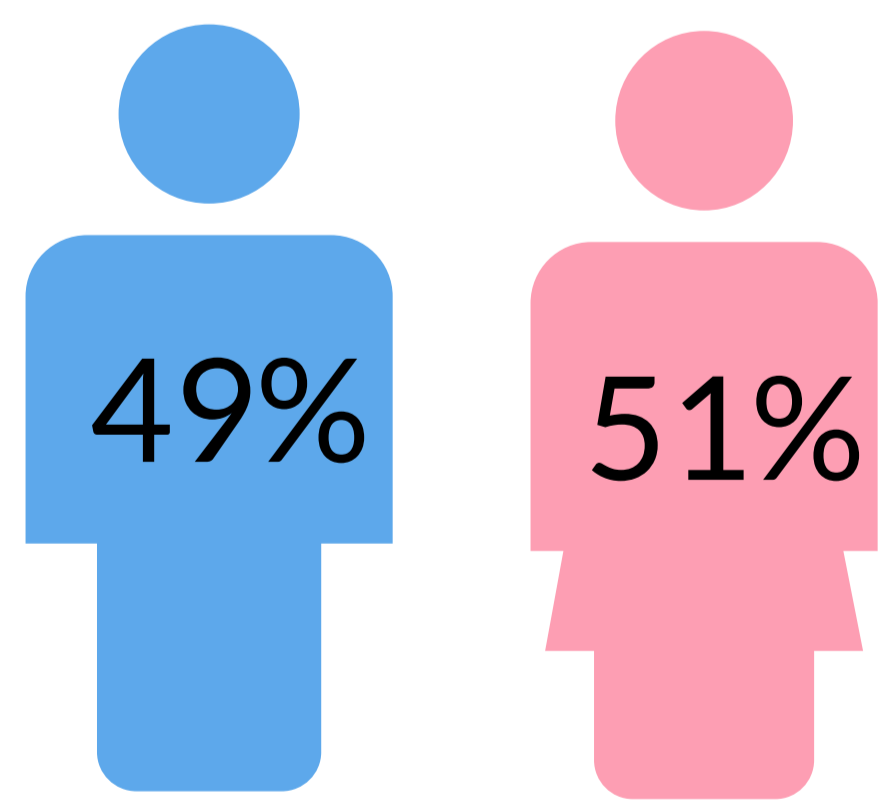
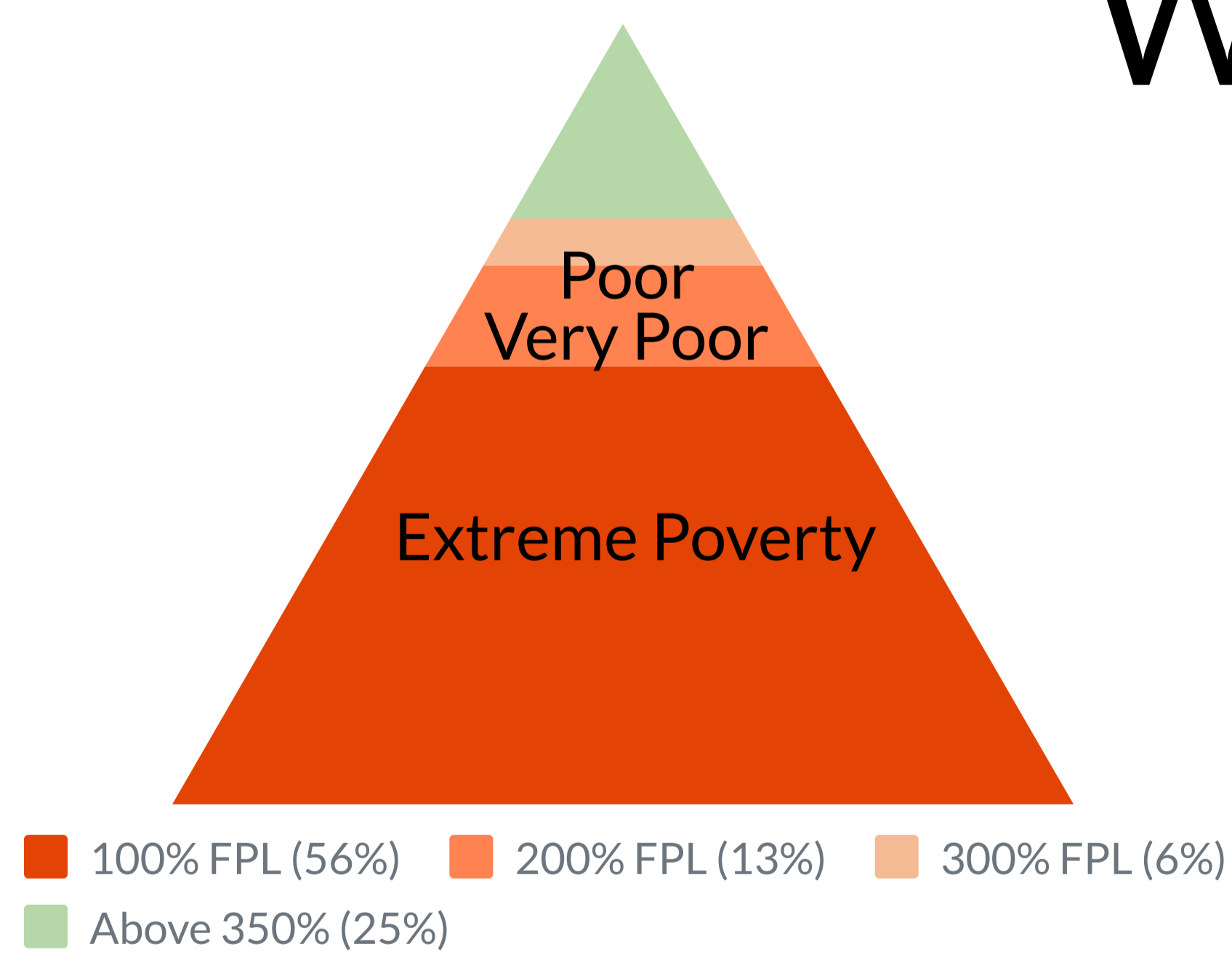
Southwest Counseling Service
Enriching lives through wellness, recovery, and hope

Funding

FY 20 Annual Report

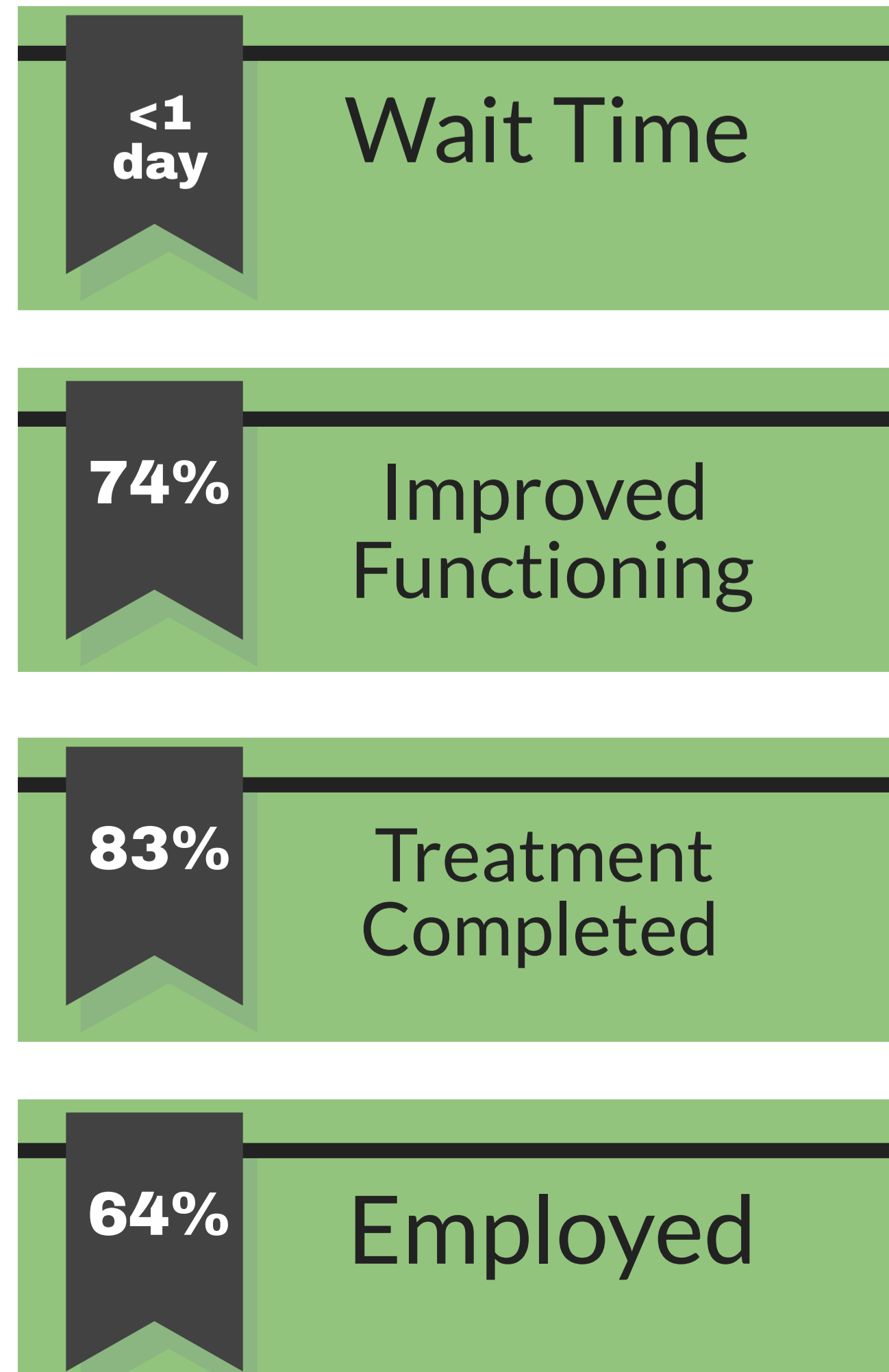


Who We Serve



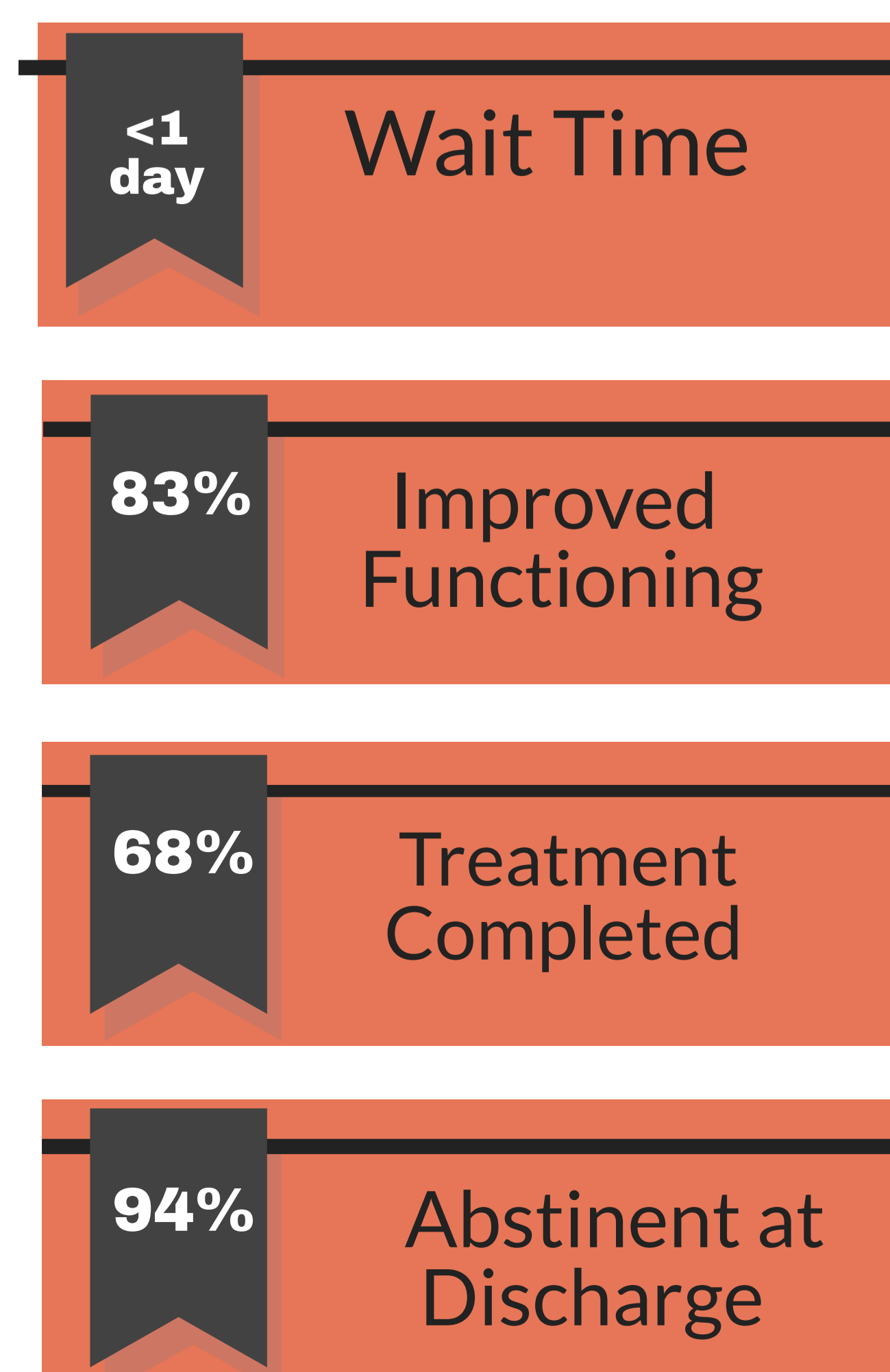
80%
First Use of Drugs or Alcohol Under Age 18

22% SA Clients are IV Drug Users



Outcomes

Mental Health
Substance Abuse



Projected Cost of One-Time \$1000 Incentive proposed for 12/1/2023

| Employee Classification | # of Employees | One-Time Incentive | FICA | Workers Comp | Total Cost |
|-------------------------|----------------|----------------------|--------------------|------------------|----------------------|
| Full time | 113 | \$ 106,362.00 | \$ 8,136.69 | \$ 795.68 | \$ 115,294.37 |
| Part time | 28 | \$ 10,227.00 | \$ 782.37 | \$ 84.52 | \$ 11,093.89 |
| Totals | 141 | \$ 116,589.00 | \$ 8,919.06 | \$ 880.20 | \$ 126,388.26 |

Based on One-time Incentive of \$1000

Pro-rated for Part time
 Pro-rated for employed less than 1 year as of 12/1/23
 One-Time Incentive is not subject to Wyoming Retirement Contributions

Projected Cost of One-Time \$750 Incentive proposed for 12/1/2023

| Employee Classification | # of Employees | One-Time Incentive | FICA | Workers Comp | Total Cost |
|-------------------------|----------------|---------------------|--------------------|------------------|---------------------|
| Full time | 113 | \$ 79,771.00 | \$ 6,102.48 | \$ 596.76 | \$ 86,470.24 |
| Part time | 28 | \$ 7,669.00 | \$ 586.68 | \$ 63.38 | \$ 8,319.06 |
| Totals | 141 | \$ 87,440.00 | \$ 6,689.16 | \$ 660.14 | \$ 94,789.30 |

Based on One-time Incentive of \$750

Pro-rated for Part time
 Pro-rated for employed less than 1 year as of 12/1/23
 One-Time Incentive is not subject to Wyoming Retirement Contributions

Projected Cost of One-Time \$500 Incentive proposed for 12/1/2023

| Employee Classification | # of Employees | One-Time Incentive | FICA | Workers Comp | Total Cost |
|-------------------------|----------------|---------------------|--------------------|------------------|---------------------|
| Full time | 113 | \$ 53,182.00 | \$ 4,068.42 | \$ 397.85 | \$ 57,648.27 |
| Part time | 28 | \$ 5,119.00 | \$ 391.60 | \$ 42.31 | \$ 5,552.91 |
| Totals | 141 | \$ 58,301.00 | \$ 4,460.03 | \$ 440.16 | \$ 63,201.19 |

Based on One-time Incentive of \$500 (Minimum amount of \$25.00)

Pro-rated for Part time
 Pro-rated for employed less than 1 year as of 12/1/23
 One-Time Incentive is not subject to Wyoming Retirement Contributions

Projected Cost of One-Time \$250 Incentive proposed for 12/1/2023

| Employee Classification | # of Employees | One-Time Incentive | FICA | Workers Comp | Total Cost |
|-------------------------|----------------|---------------------|--------------------|------------------|---------------------|
| Full time | 113 | \$ 26,608.00 | \$ 2,035.51 | \$ 198.98 | \$ 28,842.49 |
| Part time | 28 | \$ 2,573.00 | \$ 196.83 | \$ 21.25 | \$ 2,791.08 |
| Totals | 141 | \$ 29,181.00 | \$ 2,232.35 | \$ 220.23 | \$ 31,633.58 |

Based on One-time Incentive of \$250 (Minimum amount of \$25.00)

Pro-rated for Part time
 Pro-rated for employed less than 1 year as of 12/1/23
 One-Time Incentive is not subject to Wyoming Retirement Contributions